

# NAVIGATOR INTRODUCTORY FLIGHT TRAINING

INFORMATION PACKAGE  
VERSION C

## 1) NIFT Program Overview and Eligibility

### Overview

Navigator Introductory Flight Training is a 20 hour flight training program taught at a Federal Aviation Regulation Part 61 or 141 certified flight school utilizing an AETC provided training syllabus. All navigator candidates without a Private Pilot's Certificate (PPC) attend NIFT prior to entering JSUNT. The program's purpose is two fold. First, NIFT aims to introduce qualified navigator candidates to the basics of aviation and navigation prior to JSUNT entry. The candidate should be exposed to analyzing navigation data, both visual and instrument, to determine present position, estimated time of arrival, and corrections of heading to maintain course. Secondly, NIFT acts as a screening program that assesses the candidate's desire and ability to develop basic airmanship skills. The immediate supervisor plays a vital role in this process, monitoring the candidate's process in NIFT through frequent communication with the candidate and his Certified Flight Instructor (CFI). It is important for both the supervisor and candidate to assess whether the candidate really wants to be an Air Force Navigator, and will succeed in JSUNT after completing NIFT.

### General Program Parameters

The NIFT program is based on AETC Syllabus S-V8A-E, a 13 lesson course utilizing 20 flight hours. Lessons are conducted in a Single-Engine-Land (SEL) airplane with the student in the left seat for maximum access to the navigation and flight instruments. Ground training consists of a Federal Aviation Administration ground training course, preferably taught in a formal classroom program prior to flight training. Candidates will take the FAA Private Pilot Course (PPC) written knowledge test to complete this element of training. As a minimum, candidates will observe a demonstration of the event by the certified flight instructor (CFI), however, the student may perform the event if the CFI feels this will enhance student understanding. Continuity of training is also an important factor in NIFT. Candidates have 45 to complete NIFT. Further, all active duty supervisors must understand that NIFT is a primary responsibility; and all other responsibilities must be secondary until the candidate has completed NIFT.

### Eligibility

To be eligible for the NIFT program you **must**:

1. Be a commissioned officer on active duty in the United States Air Force awaiting JSUNT or be a senior AFROTC cadet categorized by the AFROTC Navigator Categorization Board. Air National Guard and Air Force Reserve JSUNT candidates must contact their respective command representatives to determine eligibility.
2. Not be on medical/administrative hold, which prevents JSUNT entry.
3. Not already possess a PPC or higher with an airplane single-engine land or multiengine land rating.

### Enrollment Timeframe

All Active Duty, Air National Guard, Air Force Reserve JSUNT candidates must begin NIFT once they are notified of their JSUNT slot or immediately after arriving at their first duty station. Seniors on the AFROTC Navigator Categorization Board may either participate as cadets after the completion of their junior year or wait until they enter active duty. Cadet participation in NIFT requires approval from the cadet's AFROTC detachment commander.

### Supervisor's Approval

Candidates cannot begin NIFT until both the supervisor and candidate have signed the 19 AF Form 5A. **By signing the form, both the supervisor and candidate acknowledge they have reviewed the entire NIFT package and understand their responsibilities.**

## 2) AFROTC Cadet Information

All cadets participating in the NIFT program are limited to five academic courses (approximately 16 hours). Waiver authority on a case-by-case basis to six academic courses rests with the AFROTC/DO.

Under no circumstances will academically “at risk” candidates participate in NIFT during the school year. Self-motivated and responsible cadets with light course loads and limited extracurricular responsibilities are the best NIFT candidates. If there are any doubts about a candidate’s ability to complete NIFT as a cadet, then he should wait until entering active duty to complete the program. Cadets within six months of their planned commissioning date should wait until they are on active duty to complete NIFT.

Pursuant to Title 5, United States Code, Section 8140, ROTC cadets who suffer injury, disability, or death in the line of duty are eligible for certain benefits under the Federal Employees Compensation Act. An injury, disability, or death occurs “in the line of duty” when it is a proximate result of the performance of military training, or of travel to or from that training. Cadets on Practical Military Training orders are “in the line of duty” while participating in NIFT. Cadets that are injured, disabled or killed as a proximate result of training, will be eligible for medical care for the injury or disability sustained, transportation incident to the provision of the care, and funeral expenses.

**Please note that those benefits do not include life insurance of any kind.** Flight training carries with it a risk of serious injury or death. Cadets should carefully consider if life insurance is important to protect their estates or pay debts in the unlikely event of death.

### **3) Choosing a Flight School/Aero Club**

#### How to Select an NIFT Provider

The first step in the NIFT process is to select a provider. Contact the local airport and ask for a list of Federal Aviation Administration certified flight schools, look under “aircraft” in the local phone book, search the web or ask other students locally enrolled in NIFT. 19AF/DOZ cannot recommend a flight school.

Second, contact those flight schools and ask if they meet the following requirements:

1. **Syllabus or course of instruction:** They must follow the NIFT syllabus (AETC Syllabus S-V8A-E) and be a Federal Aviation Regulation (FAR) Part 61 or Part 141 flight school.
2. **Certified Flight Instructor (CFI):** CFIs must conduct all training.
3. **Payment:** The flight school must be willing to accept a government credit card account number and agree to the terms of payment listed on the IFT/NIFT Provider Consent Agreement Form.
4. **Insurance Minimums:** Liability insurance coverage must be equal to or greater than \$200,000 per person, \$500,000 per incident and \$200,000 for property loss.
5. **Insurance Must Have a Waiver of Rights Subrogation Clause:** Their insurance policy must include the following printed statement: “The Company hereby waives any right of subrogation acquired against the United States of America by reason of any payment for the damages or injuries in connection with the active duty members and cadets participating in the Introductory Flight Training and Navigator Introductory Flight Training programs.”
6. **Candidate May NOT Sign Any Agreements:** They must not require the candidate to sign any Hold Harmless Agreement, Release of Liability Statement or similar document. The candidate is **specifically prohibited** by the Air Force from signing such a document.
7. **Termination of NIFT:** The candidate has the right to discontinue NIFT at any time. The Air Force is not responsible for paying the NIFT provider for any flight hours not actually logged prior to termination.

Next, select the NIFT provider (flight school) that represents the best value for the Air Force. The candidate, with supervisor assistance, will select a flight school based on the following:

1. Above outlined requirements.
2. Distance from residence.
3. Reputation for quality of instruction (if available).
4. Total cost of the flight training. Include ground school, all necessary course materials, 20 hours of flight time and instruction, and FAA written exam.
5. Safe and professional training environment.

#### **4) Obtaining Approval (PAN)**

##### **Obtain 19AF/DOZ Approval**

After selecting a flight school, fill out the following paperwork (forms are available at [www.19af.randolph.af.mil/ift](http://www.19af.randolph.af.mil/ift)):

1. **19AF Form 5A:** The candidate, supervisor and NIFT provider will completely fill out and sign this form.
2. **IFT/NIFT Provider Consent Agreement Form:** Check with 19AF/DOZ to see if there is an IFT/NIFT Provider Consent Agreement Form on file. If not, have the provider complete and sign the consent form and provide a copy of their insurance evidencing the requirements listed in this package. The NIFT provider must carefully read the terms stated for insurance and billing requirements.
3. **AETC Form 410:** The supervisor must brief the candidate on the risks associated with flying civilian aircraft and check the approved box. Both supervisor and candidate sign the form. (Reference: AFI 91-202/AETC Sup 1)
4. **PMT Orders (AFROTC cadets only):** All cadets participating in the NIFT program must be placed on PMT orders signed by the Detachment Commander and send a copy to 19AF/DOZ.
5. **ANG Approval:** ANG pilot candidates must submit an ANG/DPDF Form 3 through HQ ANG (fax: DSN 327-5914 or commercial (703) 607-5914).

All forms will be typed unless the supervisor does not have access to FormFlow or Pure Edge for the AETC Form 410 or the flight school does not have access to Microsoft Excel on a computer for the 19 AF Form 5A. Once all paperwork is complete, contact 19AF/DOZ and fax in the paperwork. 19AF/DOZ will then contact the NIFT provider and candidate and issue them a four-digit Personal Authorization number (PAN). The PAN will not be issued until all paperwork has been submitted and completed correctly.

**NIFT ENROLLMENT DOES NOT BEGIN UNTIL THE CANDIDATE RECEIVES A PAN FROM 19AF/DOZ. ANY COSTS INCURRED BEFORE RECEIVING A PAN ARE AT THE CANDIDATE'S EXPENSE.**

#### **5) Restrictions**

1. **Personal Authorization Number (PAN):** Do not spend any money until 19AF/DOZ issues a PAN.
2. **Aircraft:** Candidates are required to fly the most economical aircraft. Only under extenuating circumstances will 19AF/DOZ authorize a different aircraft. Simulator costs are not authorized.
3. **AFROTC Candidates:** Cadets are not authorized to participate in the NIFT program during the period after commissioning and prior to entering active duty (EAD). Cadets should not start NIFT within three months of their commissioning date. If a cadet has not completed all NIFT program requirements by the day of commissioning, NIFT must be suspended until the candidate enters active duty. If a cadet is unable to complete NIFT prior to commissioning, immediately notify 19AF/DOZ. Any flying accomplished during this period will be at the candidate's expense.
4. Candidates are **prohibited** from signing ANY documents releasing the flight school from liability for negligence on the part of the flight school, its employees, agents, or subcontractors or for the condition of the flight school's premises or equipment, such as Hold Harmless Agreements or Release of Liability Statements.
5. **Passengers:** Cadets are prohibited from carrying passengers during all phases of NIFT (solo or dual). The only people permitted on board are the instructor/examiner and the candidate. For active duty only, NIFT candidates may ride as passengers along with other candidates enrolled in NIFT.
6. **Additional flying:** Candidates are allowed to fly orientation flights in military aircraft, but they must obtain their immediate supervisor's approval of the type and extent of their flying activities.
7. **Temporary Duty (TDY):** TDY is not authorized in association with NIFT. If a candidate gets "stuck out" on a cross-country for any reason, he must notify his supervisor and 19AF/DOZ as soon as possible and secure the most economical lodging and transportation. All receipts must be forwarded to 19AF/DOZ for reimbursement.

8. **20 hours:** Candidates must complete the NIFT syllabus within 20 flight hours. Candidates are financially responsible for any hours flown past 20 without an approved waiver.
9. **Mileage:** Only mileage in excess of the normal commute to the base/campus is reimbursable. If the distance to base/campus is more than the distance to the NIFT provider, then there is no mileage reimbursement. Take the total round trip distance from home to base/campus and subtract it from the total round trip distance from home to the NIFT provider. The difference in mileage is reimbursable. Only mileage accumulated during official NIFT flying and/or billed instruction is reimbursable.

## 6) **Billing**

NIFT candidates use the AETC Form 33, NIFT Grade Sheet, to keep track of all flights. NIFT candidates will submit NIFT Grade Sheet, and NIFT provider will submit an 19 AF Form 6, IFT/NIFT Invoice, at the same time, once a month. Both forms are located at the 19AF/DOZ website in Microsoft Excel format. Both the IFT/NIFT Invoice will be typed unless the flight school does not have access to Microsoft Excel on a computer. Only flight hours on the IFT/NIFT Invoice that match the student's NIFT Grade Sheet are paid. Once the NIFT Grade Sheet and IFT/NIFT Invoice are received, 19AF/DOZ will verify the costs, contact the NIFT provider with a government credit card account number and authorize them to run the card for the authorized amount. The NIFT provider will write the candidate's name on the receipt and "phone order" on the signature line, then fax a copy of the receipt to 19AF/DOZ. The payment will be cancelled if the NIFT provider fails to fax the receipt. NIFT providers who cannot bill once a month should contact 19AF/DOZ.

NOTE: All sales under this arrangement are exempt from Federal and State taxes. Our tax exemption ID number is 410-417860.

### Authorized Purchases

1. Textbooks, maps, headset under \$150, flight computer under \$30, and other required materials.
2. Ground school and 20 consecutive hours of flight school.
3. Aero club membership fees (Must be in 19AF/DOZ's name, not the candidate's name).

### Unauthorized Purchases

1. Headset costs exceeding \$150, kneeboards, flight bags and flight computers over \$30.
2. Simulator time.
3. Flight time in other than the most economical aircraft (unless approved by 19AF/DOZ).
4. Fuel. Aircraft per hour costs include fuel (Includes cross country flights).
5. Landing fees.
6. Flight hours in excess of 20 without an approved waiver and 19AF/DOZ permission.

Candidates who make unauthorized purchases are liable for the costs.

## 7) **Navigator Candidate Responsibilities**

**Active duty:** Pilot candidates must begin NIFT as soon as possible after arriving at their duty station or immediately after notification of their JSUNT slot. Office duties, leave, TDY and deployment duties are secondary to NIFT. It is critical to begin NIFT as soon as possible and finish in the allotted time period.

**AFROTC cadets:** It is important to balance the challenges of NIFT with academic responsibilities. Cadets who can't successfully balance NIFT with school should wait until they enter active duty to complete NIFT.

Candidates will ensure they comply with crew rest requirements. They are not allowed to exceed a flight duty period of 12 hours, which begins with any official duty or class and ends when the engine is shut down at the end of an NIFT sortie. Candidates must have at least 8 hours of continuous, uninterrupted rest during the 12 hours immediately prior to the beginning of the flight duty period.

It is important to keep the supervisor updated on the progress of training. If a candidate is experiencing difficulties, he should immediately notify his supervisor. Notify 19AF/DOZ of any supervisor or CFI changes during NIFT.

Candidates need to submit their NIFT Grade Sheet to 19AF/DOZ on the same day of the month as their NIFT provider sends in their IFT/NIFT Invoice. It is also important to fax the NIFT Grade Sheet to 19AF/DOZ immediately upon course completion.

If a candidate is involved in a safety mishap while flying in the NIFT program, he must immediately contact his supervisor or AFROTC detachment commander and 19AF/DOZ.

## **8) Supervisor Responsibilities**

**Active Duty:** The immediate supervisor is the critical link to the success of the NIFT program and is responsible for the day-to-day monitoring of the candidate's progress. For active duty officers, NIFT is their top priority and they must begin NIFT as soon as possible after arriving at their duty station. Office duties, leave, TDY and deployment duties are secondary to NIFT. It is critical they begin and finish NIFT as soon as possible so they'll be available for any short notice JSUNT training slot.

**AFROTC Cadets:** It is important to balance school commitments with NIFT to ensure program completion. Cadets who cannot balance NIFT and school should be encouraged to enroll in NIFT after entering active duty. Supervisors must take an active role monitoring a candidate's progress in NIFT.

Supervisors will ensure that NIFT candidates comply with crew rest requirements. They are not allowed to exceed a flight duty period of 12 hours, which begins with any official duty or class and ends when the engine is shut down at the end of an NIFT sortie. Candidates must have at least 8 hours of continuous, uninterrupted rest during the 12 hours immediately prior to the beginning of the flight duty period.

Supervisors must also be aware of elimination requirements. See **11) Eliminations**.

It is also important to ensure the student faxes his NIFT Grade Sheet to 19AF/DOZ upon course completion. This documentation is required to verify the candidate has successfully completed NIFT.

If a candidate is involved in a safety mishap while flying in the NIFT program, he must immediately contact his supervisor or AFROTC detachment commander and 19AF/DOZ. Report the incident through normal safety reporting channels. NIFT mishaps are not accountable to the USAF and will be investigated by appropriate civilian agencies (FAA/NTSB).

## **9) Completion Requirements**

The NIFT program has six requirements:

1. Complete an FAA approved ground school.
2. Take the FAA written test.
3. Complete no more than 20 hours of flying using **AETC Syllabus S-V8A-E**.
4. Complete all syllabus requirements in accordance with the AETC syllabus.
5. Complete NIFT within 45 days..
6. Complete NIFT at least 15 days prior to JSUNT.

**Fax a copy of your NIFT Grade Sheet to 19AF/DOZ upon completion of the program.**

## **10) Reimbursement using Standard Form (SF) 1164**

Expenditures not covered by normal NIFT billing may be reimbursed using the Standard Form (SF) 1164.

**Mileage reimbursements:** Mileage reimbursements must first be turned in to your immediate supervisor. After the supervisor has approved the SF 1164, mail or fax to 19AF/DOZ. Upon receipt of the SF 1164, a fund site will be placed on the form and returned to the candidate. The candidate then takes the SF 1164 to his local finance office for processing and payment.

**Other reimbursements:** Due to different fund sites, other miscellaneous expense claims must be made on a separate form from mileage claims. On a separate SF 1164 claim all costs for the written test or other miscellaneous expenses not billed by the flight school. Include receipts for all reimbursement claims. 19AF/DOZ will submit the SF 1164 directly to DFAS who will deposit the reimbursement into the candidate's direct deposit bank account.

NIFT participants complete only blocks 4, 6, 7, and 10 of the SF 1164 and fax or mail to 19AF/DOZ upon completion of NIFT. Please ensure the address provided in block 4 is valid for at least 8 weeks after the form is submitted. If your address changes, please notify 19AF/DOZ immediately.

## **11) Eliminations**

A navigator candidate should be eliminated if he/she:

1. Self-initiates elimination (called Drop on Request, or DOR).
2. Fails to demonstrate the potential to complete NIFT.
3. Becomes medically disqualified. See AETCI 48-102 and AETCI 36-2205 for details.

Notify 19AF/DOZ if considering a candidate for elimination. The detachment commander or immediate supervisor will submit a typed AETC Form 126A for 19AF/DOZ Branch Chief review and 19 AF/DO approval. Also submit a background paper detailing the student's training, a letter from the candidate indicating his desire to remain or be eliminated from training and a copy of his NIFT Grade Sheet.

If for any reason a CFI determines that a candidate cannot (or should not) complete the NIFT syllabus and proceed to JSUNT, contact the candidate's supervisor and 19AF/DOZ for guidance.

## **12) Waivers**

Contact 19AF/DOZ prior to submitting any waivers. Candidates who have not completed the NIFT syllabus by 20 hours should be submitted for a waiver only if they have demonstrated the capacity to complete NIFT. Waivers are required for the following:

1. Candidates not complete by 45 days.
2. Candidates who have not completed the NIFT syllabus in 20 hours.
3. NIFT not complete 15 days prior to JSUNT start date.

Supervisors will submit the waiver on the AETC Form 6 clearly stating the background reasons for needing the waiver and specific requirement to be waived. Also submit a copy of the candidate's NIFT Grade Sheet. All waivers will be typed unless the supervisor does not have access to Form Flow or Pure Edge on a computer. Candidates must have an approved waiver prior to exceeding any of the above requirements or they could be financially liable for any additional costs.

## **13) Prescribed Forms**

1. IFT/NIFT Provider Consent Agreement Form.
  2. AETC Form 410, High-Risk Activities Worksheet.
  3. AETC Form 33, NIFT Grade Sheet.
  4. 19 AF Form 5A, NIFT Direct Cost Estimate.
  5. 19 AF Form 6, IFT/NIFT Invoice
  6. AETC Syllabus S-V8A-E, Navigator Introductory Flight Training
- Forms are available at [www.19af.randolph.af.mil/ift](http://www.19af.randolph.af.mil/ift).

## **14) How to Contact 19AF/DOZ**

E-Mail:	<a href="mailto:19AFDOZ@randolph.af.mil">19AFDOZ@randolph.af.mil</a>
Webpage:	<a href="http://www.19af.randolph.af.mil/ift">http://www.19af.randolph.af.mil/ift</a>
Voice:	DSN: 487-3581 Commercial: (210) 652-3581 Toll Free: 1-877-848-5546
Fax:	DSN: 487-3506 Commercial: (210) 652-3506
Mailing Address:	19AF/DOZ 73 Main Circle, Suite 1 Randolph AFB, TX 78150-4549